



ADDISON NORTHWEST SCHOOL DISTRICT

CONFERENCE / WORKSHOP DOCUMENTATION

This form *may* be used for conference or workshops only if they do not provide documentation for attendance purposes. Please submit this to the ANWSU Office when you return to work.

Per IRS regulations, failure to return this form *or other supporting documentation* of attendance will result in any expenses incurred being added to your W-2 and include as taxable income.

To Be Completed By Employee:

NAME: _____

Name of Conference/Workshop: _____

Sponsor of Conference/Workshop: _____

Location where Conference/Workshop was held: _____

Date(s) of Conference/Workshop: _____

To Be Completed by Sponsor/Instructor of Conference/Workshop:

I testify as to the attendance of the above named person at the conference/workshop listed above. **Total Number of Hours in Attendance:** _____

Sponsor/Instructor Signature

Date